

Checklist

Forms required to be completed for NEW CONSULTANTS:

1. _____ Email an Electronic copy of your resume/bio to the DSB Military Assistant (include contact information – your name, address, phone numbers & email address)
2. _____ SF 61, Appointment Affidavits (**notary not required**)
3. _____ OF-306, Declaration of Federal Employment
4. _____ Info memo only – no action required
5. _____ SD Form 436, Conditions of Employment for Experts and Consultants (recommend you check 1b)
6. _____ Confidential Conflict of Interest Statement
7. _____ Disqualification Statement (from participating in matters having direct and predictable effect on certain organizations)
8. _____ Declaration of Security Clearance & Issuing Agency
9. _____ DoJ Form I-9, Employment Eligibility (notarize or attach copy of birth certificate or passport)
10. _____ Receipt of DoD Standard of Conduct Fact Sheet
11. _____ SF 144, Statement of Prior Federal Service (If no prior federal service, just sign and date. If prior civil service, complete entire form, sign and date. If prior service is military only, submit DD214 (below)).
12. _____ DD214 – Military Discharge, *provide copy if applicable*

“New” Consultant Package

1. E-mail (or attach) a current copy of your Resume’ or Bio (include contact information – your name, address, phone numbers & email address)
2. Standard Form 61 (SF 61) – Appointment Affidavit, Oath of Office
NOTARY PUBLIC Stamp NOT required
Position to which appointed: DSB Consultant
Date of appointment: Whatever today’s date is
Department or Agency: DoD
Bureau or Division: DSB
Place of Employment: Pentagon
<http://www.opm.gov/forms/pdfimage/sf61.pdf>
3. Form 306 (Fillable) (OF 306) – (sign 17a)
Declaration for Federal Employment – Mil Service, Law violations, Family
http://www.opm.gov/forms/pdf_fill/of0306.pdf
4. Policy Regarding Salary Compensation – **info memo only**
5. SD Form 436 – Conditions of Employment for Experts and Consultants (Conditions for Salary Compensation)
Recommend check 1b. Sign 2, date 3.
http://www.dior.whs.mil/icdhome/forminfo/WWWINFO_1Page1221.htm
6. Confidential Conflict of Interest Statement
Form should be self-explanatory.
7. Disqualification Statement
Employment by DoD is a public trust...disqualifies from participation in matters affecting affiliations disclosed on financial disclosure report
8. Declaration of Security Clearance & Issuing Agency. Please indicate if you don’t have a security clearance. You will be contacted by the Security Division of Washington Headquarters Service at a later date and be given instructions on how to apply for a clearance using the e-QIP program, which is web based.
9. DoJ Form I-9 – Identity/Employment eligibility – **NOTARY PUBLIC Stamp required; however, if you provide a copy of your passport, we can notarize for you.**
<http://www.ins.usdoj.gov/graphics/formsfee/forms/i-9.htm>
10. DD214 – Military Discharge - Provide copy, **if applicable**
11. SF 181 – Race/National Origin Identification
<http://www.opm.gov/forms/pdfimage/sf181.pdf>
12. SF 256 – Self-Identification of Handicap
<http://www.opm.gov/forms/pdfimage/sf256.pdf>
13. Brief Summary of DoD Standards of Conduct for Special Government Employees
Read and understand files 14a, 14b and 14c. Print, sign and return 14d.

14. SF 144 – Statement of Prior Federal Service – **(self explanatory)**
<http://www.dior.whs.mil/forms/SF0144.PDF>